

Division Chiefs, Administrative Officer

18 April 1956

Special Assistant to AD/BI

OBI Conference Time

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1. In order to justify our need for conference room space in the new CIA building, we must be able to state in definite terms the number of hours OBI personnel spend in conference in Harriet Lane with representatives from other CIA offices and from other government agencies, and the number of such representatives at each conference.

2. The four-week period from 23 April 1956 through 18 May 1956 has been chosen as a trial period in which to obtain the necessary data. During this period, each Division Chief and, for the Office of the Assistant Director, the Administrative Officer, is requested to keep an accurate record of all conferences. The conferences that should be recorded are those that involve personnel from outside this Office and that are transacted in Harriet Lane. Conferences held at individual's desks because conference rooms are not available should be counted; phone conferences should not be counted. Examples of conferences that should be recorded are the NIS Committee meetings, D/E contributor conferences, D/P graphic conferences, etc.

3. During the trial period, the Division Chiefs and the Administrative Officer are requested to submit to me a weekly report setting forth the following for the work week just past:

- a. Dates of conferences
- b. Duration of each conference to nearest half hour
- c. Number of participants from outside OBI at each conference.

4. It is important that an accurate count be maintained and that no conferences go unrecorded during the trial period. In supporting our requests for conference room space in the planning of the new CIA building, we must have accurate and adequate figures to give those officials who will decide the actual allocation of space among the CIA components.

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*See copy to SA*